

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held  
BY MICROSOFT TEAMS  
on WEDNESDAY, 31 JANUARY 2024**

**Present:**

Councillor Amanda Hampsey, Argyll and Bute Council (Chair)  
Councillor Kieron Green, Argyll and Bute Council  
Councillor Gary Mulvaney, Argyll and Bute Council  
Councillor Dougie Philand, Argyll and Bute Council  
Graham Bell, NHS Highland Non-Executive Board Member (Vice Chair)  
Karen Leach, NHS Highland Non-Executive Board Member  
Susan Ringwood, NHS Highland Non-Executive Board Member  
Emily Woolard, NHS Highland Non-Executive Board Member

Tim Allison, Director of Public Health and Policy, NHS Highland  
Evan Beswick, Head of Primary Care, NHS Highland  
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)  
Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP  
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP  
Linda Currie, Lead AHP, NHS Highland  
Fiona Davies, Chief Officer, Argyll and Bute HSCP  
David Gibson, Chief Social Worker/Head of Children and Families and Justice,  
Argyll and Bute HSCP  
Kristin Gillies, Head of Strategic Planning and Performance, Argyll and Bute HSCP  
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP  
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP  
Elizabeth Higgins, Lead Nurse, NHS Highland  
Julie Hodges, Independent Sector Representative  
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council  
Angus MacTaggart, GP Representative, Argyll and Bute HSCP  
Alison McGrory, Associate Director of Public Health, Argyll and Bute HSCP  
Kevin McIntosh, Staffside Lead, Argyll and Bute HSCP (Council)  
Takki Sulaiman, Chief Executive, Argyll and Bute Third Sector Interface  
Kirstie Reid, Carers Representative, NHS Highland  
Elizabeth Rhodick, Public Representative  
Roy Swales, Interim Principal Accountant, Argyll and Bute Council  
Fiona Thomson, Lead Pharmacist, NHS Highland  
Jillian Torrens, Head of Adult Care, Argyll and Bute HSCP

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kenny Mathieson.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the meeting of the Argyll and Bute Integration Joint Board held on 29 November 2023 were approved as a correct record.

#### 4. MINUTES OF COMMITTEES

(a) **Argyll and Bute HSCP Audit and Risk Committee held on 29 November 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Audit and Risk Committee held on 29 November 2023 were noted.

The Chair of the Audit and Risk Committee, Councillor Kieron Green, advised that he had nothing further to add to what was in the Minute other than to highlight that the ongoing delay in the Audit was due to the Auditors and not Officers.

(b) **Argyll and Bute HSCP Audit and Risk Committee held on 19 December 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Audit and Risk Committee held on 19 December 2023 were noted.

(c) **Argyll and Bute HSCP Clinical and Care Governance Committee held on 6 December 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Clinical and Care Governance Committee held on 6 December 2023 were noted.

The Chair of the Committee, Graham Bell, recognised the vast amount of information that had been covered in the meeting and expressed his appreciation for the work of officials in the preparation of reports.

(d) **Argyll and Bute HSCP Strategic Planning Group held on 7 December 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Strategic Planning Group held on 7 December 2023 were noted.

(e) **Argyll and Bute HSCP Finance and Policy Committee held on 24 November 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Finance and Policy Committee held on 24 November 2023 were noted.

The Chair of the Committee, Councillor Amanda Hampsey, recognised the great deal of work by Officers that had gone into the preparation of reports for the meeting and in particular the Head of Finance and Transformation.

(f) **Argyll and Bute HSCP Finance and Policy Committee held on 26 January 2024**

The Minutes of the meeting of the Argyll and Bute HSCP Finance and Policy Committee held on 26 January 2024 were noted.

The Chair of the Committee, Councillor Amanda Hampsey, advised that the focus of this meeting had been the budget and future finances and again recognised the great deal of work by Officers that had gone into the preparation of reports for the meeting.

## **5. CHIEF OFFICER'S REPORT**

The Board gave consideration to the Chief Officer Report for January 2024 which included detail on the appointment of new NHS Highland Chief Executive; HSCP Chief Officer Recruitment; Breathing Space Webinar; Dental Team Nominated for National Award; Screening Engagement Officer; Palm Court Update; Consultation on Learning Disabilities, Autism and Neurodivergence Bill; Alcohol Marketing Consultation; A First Self Harm Strategy for Scotland and the World; Expanding Scotland's Medical Workforce; Campaign Highlights Rewarding and Varied Social Care Careers; Safety and Protection of Women and Girls against Violence; Cowal Community Hospital Nurse Wins National Award; Clinical Governance Manager; Dental Outreach Tutor; New Management Trainee; Vaccination Service Manager Retiral and Area Manager for Kintyre and Islay.

In relation to her recent appointment as Chief Executive of NHS Highland, the Chief Officer advised verbally that Evan Beswick, Head of Primary Care, would cover the post of Chief Officer on an interim basis.

### **Decision**

The Argyll and Bute Integration Joint Board noted the report from the Chief Officer.

(Reference: Report by Chief Officer dated 31 January 2024, submitted)

## **6. APPOINTMENT OF NHS HIGHLAND NON-EXECUTIVE MEMBERS TO THE IJB AND REPRESENTATION ON THE IJB COMMITTEE STRUCTURE**

The Board gave consideration to a report outlining the requirement for new appointments to each of the three Committees and the Strategic Planning Group following the appointment of new non-executive members to the Board by NHS Highland.

### **Decision**

The Argyll and Bute Integration Joint Board –

1. noted changes in the membership of the Integration Joint Board and impact on the representation throughout the Committee structure;
2. approved the appointment of new members to the Committees; and
3. formally thanked Sarah Compton-Bishop and Dr Gaener Rodger for their service to the Integration Joint Board.

(Reference: Report by Business Improvement Manager dated 31 January 2024, submitted)

The Chair formally welcomed NHS Highland Non-executive Board Members Karen Leach and Emily Woolard to their first meeting of the Board.

## **7. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT**

The Director of Public Health and Policy presented the Annual Report for 2023 entitled: "Medication and Public Health – Do the Right Thing", to the Board.

## **Decision**

The Argyll and Bute Integration Joint Board noted the Director of Public Health Annual Report for 2023.

(Reference: Report by Director of Public Health dated 31 January 2024, submitted)

## **8. FINANCE**

### **(a) Budget Monitoring - 9 months to 31 December 2023**

The Board gave consideration to a report providing a summary financial position, which had improved, as at the end of month nine. Information was provided in respect of the year to date position, forecast outturn, progress with the savings plan and reserves spend.

## **Decision**

The Argyll and Bute Integration Joint Board –

1. noted that there was a relatively small forecast revenue overspend of £442k as at the end of month 9;
2. noted that savings of £6.9m had been delivered, 78% of target;
3. noted that reserves of £6.3m had been committed to date; and
4. noted that additional funding had been allocated totalling £2.3m and that NHS Highland had recovered this from IJB reserves.

(Reference: Report by Head of Finance and Transformation dated 31 January 2024, submitted)

### **(b) Budget and Medium Term Financial Plan 2024-2027**

The Board gave consideration to a report providing an updated budget outlook for the 2024/25 financial year and the following two years.

## **Decision**

The Argyll and Bute Integration Joint Board –

1. noted the budget outlook for 2024-25 to 2025-26 and noted the high level of risk and uncertainty;
2. noted the forecast budget gap totalling £11.4m for 2024-25;
3. noted that indicative savings targets had been allocated to services;
4. noted that oversight of the budget process would continue to be undertaken by the Finance & Policy Committee; and
5. noted that additional expenditure control measures were being put in place in

partnership with NHS Highland as a response to the financial context.

(Reference: Report by Head of Finance and Transformation dated 31 January 2024, submitted)

## **9. STRATEGIC RISK REGISTER REVIEW**

The Board gave consideration to a report providing an opportunity to review the Strategic Risk Register and consider suggested changes. The report also sought approval of the risk appetite.

### **Decision**

The Argyll and Bute Integration Joint Board –

1. noted that the Strategic Risk Register had been reviewed by the Audit & Risk Committee and Strategic Leadership Team in December 2023;
2. noted and approved the Risk Appetite; and
3. noted and approved the Strategic Risk Register.

(Reference: Report by Head of Finance and Transformation dated 31 January 2024, submitted)

## **10. SPOTLIGHT - CHILDREN, FAMILIES AND JUSTICE**

The Board gave consideration to a report spotlighting examples of development in the Children, Families and Justice Service throughout the previous year.

### **Decision**

The Argyll and Bute Integration Joint Board noted the content of the report.

(Reference: Report by Head of Children, Families and Justice dated 31 January 2024, submitted)

## **11. HEALTH AND SOCIAL CARE PARTNERSHIP - PERFORMANCE REPORT FQ2 (JULY-SEPT 2023/24)**

The Board gave consideration to a report detailing performance for FQ2 (July – September) 2023/24, the performance outputs are taken from the new Integrated Performance Management Framework (IPMF) reporting Dashboard with the focus on the eight key service areas.

### **Decision**

The Argyll and Bute Integration Joint Board –

1. acknowledged the performance for FQ2 (July - September 2023/24) and improvement against the previous quarter, which was the second full quarter of data for the Integrated Performance Management Framework (IPMF);

2. acknowledged the supporting performance commentary from Heads of Service and Service Leads;
3. acknowledged the performance update on the National Health & Wellbeing Outcomes and Ministerial Steering Group Integration Indicators contained at Appendix 1;
4. noted the System Pressure Report for August 2023 contained at Appendix 2; and
5. noted the Delayed Discharge Sitrep for August 2023 contained at Appendix 3.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 31 January 2024, submitted)

## **12. 2024/25 SOCIAL WORK FEES AND CHARGES**

The Board gave consideration to a report providing details of the proposed annual Social Work Fees and Charges uplifts for 2024/25.

### **Decision**

The Argyll and Bute Integration Joint Board –

1. reviewed and endorsed the appended 2024/25 Social Work Fees and Charges proposals so that the proposals could be submitted to Argyll and Bute Council for ratification at its 2024/25 budget meeting; and
2. reviewed and endorsed a change to the means test within the Non-Residential Care Charging Policy in relation to the Non-Dependent Rent Allowance afforded to clients who live with family members.

(Reference: Report by Interim Principal Account dated 31 January 2024, submitted)

## **13. CATEGORY 1 RESPONDER ASSURANCE AND DEVELOPMENT**

The Board gave consideration to a report outlining the role of Integration Joint Boards in relation to their identification as Category 1 responders under Schedule 1 Part 2 17A of the Civil Contingencies Act 2004.

### **Decision**

The Argyll and Bute Integration Joint Board –

1. considered the review for assurance;
2. supported the proposed recommendations; and
3. noted the update to the Strategic Risk Register to reflect both response and continuity.

(Reference: Report by Business Improvement Manager dated 31 January 2024, submitted)

#### **14. CONSUMER SCOTLAND DUTY**

The Board gave consideration to a report advising of a further public duty in relation to the Consumer (Scotland) Act 2020 which would apply from 1 April 2024. The guidance on meeting the duty would be available from 31 March 2024.

##### **Decision**

The Argyll and Bute Integration Joint Board –

1. noted an additional public duty from 1 April 2024;
2. noted that guidance had not yet been published; and
3. noted that 2024-25 would be regarded as an implementation year.

(Reference: Report by Business Improvement Manager dated 31 January 2024, submitted)

#### **15. DATE OF NEXT MEETING**

The date of next meeting was noted as Wednesday 27 March 2024 from 1.00pm. It was noted that this meeting would be held in the Council Chamber, Kilmory, Lochgilphead.